

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: March 1, 2021

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RFP No. 015-T-2021 (P)

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Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as “GVI”, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Wednesday, April 7, 2021 at 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

This Scope of Services (SOS) is to assist in the Reconciliation of the Schedule of Expenditures of Federal Accounts (SEFA) for the Government of the Virgin Islands (“GVI”) on behalf of the Office of Management and Budget.

**CONTRACT TERM**

The term of the professional service contract is 3 (three) years.

**NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the **“Factors For Discussions.”** After reviewing and rating the proposals, the Committee may select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm/s or person/s so selected, not less than two (2), deemed to be the most highly qualified.

## **FACTORS FOR DISCUSSIONS**

Selection criteria will include **(i)** Professional qualification, registration, and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects. Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

## **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

#### **RFP-015-T-2021 (P) Qualified Accounting Firms to assist in the Reconciliation of the Schedule of Expenditures of Federal Accounts (SEFA) for the Government of the Virgin Islands (“GVI”)**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-015-T-2021 (P) Qualified Accounting Firms to assist in the Reconciliation of the Schedule of Expenditures of Federal Accounts (SEFA) for the Government of the Virgin Islands (“GVI”)**.

### C. PROPOSE SCOPE OF WORK

#### **BACKGROUND**

The Government of the United States Virgin Islands, through the Office of

Management and Budget is seeking the services of a qualified accounting firm to assist in the reconciliation of the Schedule of Expenditures of Federal Awards (SEFA) for the year ended September 30, 2020.

A reconciled SEFA is critical to the fair presentation of the financial statement of the Government of the Virgin Islands.

The GVI encourages respondents to this solicitation to propose alternative strategies for consideration based on previous experience or for reasons such as risk mitigation. At a minimum, prospective respondents must submit pricing and staffing estimates for the life of the project.

### **PROJECT FUNCTIONAL SCOPE**

Consistent with the reconciliation process for the 2020 audit, the selected contractor will perform the following services to the extent possible, in assisting the GVI in the implementation of an accurate and reliable territory-wide reconciliation and reporting process.

Specifically, a review of **all** federal grants and co-operative agreements (nearly 1,900) to identify applicable federal compliance requirements - aligned with CFDA numbers and conduct a detailed gap analysis to assess the GVI's compliance with established federal requirements.

As part of the detailed gap analysis, the selected contractor will perform a review of policies and procedures, as well as interview applicable personnel and substantiate actual financial practices through review of existing documentation to develop the agency's reconciliation reporting. The proposed activity will culminate in a final report which will summarize key regulatory requirements, and identify gaps and associated compliance risks, and remediation alternatives based on industry best practice approaches for the GVI's federal reconciliation requirements.

All final proposed recommendations will require the agencies' fiscal directors to take the responsibility of their agency's financial management within three months from the final report.

### **SCOPE OF SERVICES**

#### ***I. Activity I-Compliance Framework***

**Anticipated Period of Performance: 2-4 months each year for a period of 3 years.**

An overarching review of the GVI's federal grants and cooperative agreements is necessary to identify applicable federal requirements and perform federal reconciliations. The Territory-wide Reconciliation Reporting Proposal will perform the following activities:

- a. Conduct a review of the GVI's current federal grants and cooperative agreements to identify applicable federal requirements - aligned with CFDA numbers;
  - A review of the existing recent Audit for compliance control reviews will determine the level of deficiencies wherever possible.

**Deliverable**

- a. Weekly status reports are given to the Office of Management and Budget POC.
- b. Comprehensive matrix identifying GVI's Federal compliance framework.

**II. Activity II-Gap Assessment: Reporting / Financial Reporting**

**Anticipated Period of Performance: Simultaneously with Activity I**

Simultaneous with Activity I, a detailed gap assessment reviewing people, processes and practices associated with financial reporting (e.g. SEFA). Additionally, this proposal will initiate a detailed gap assessment for each applicable compliance requirement - after reviewing the recent existing audit results. For each compliance requirement, current practices will be identified with federal requirements which consists of the following activities:

- a. Develop a detailed project plan outlining specific tasks necessary to conduct the gap analysis. Tasks include but are not limited to:
  - i. Identifying tasks and sub-tasks associated with key activities.
  - ii. Establishing gate reviews and identifying review teams.
- b. Create a document request list. Sample documents include but are not limited to:
  - i. Internal Operational Policies and Procedures
  - ii. Organizational Charts
  - iii. Delegations of Authority
  - iv. Chart of Accounts
  - v. Schedule of Expenditures of Federal Awards
  - vi. Financial Reports and General Ledgers
  - vii. Federal Award Detail

- viii. Applicable Federal Awards and associated modifications
- ix. Indirect Cost Agreement
- c. Conduct interviews and walk-through discussions with key personnel to determine current practices. Topics to discuss include but are not limited to:
  - i. Operational procedures
  - ii. System capabilities
- d. Compile interview notes and identify perceived inconsistencies between federal requirements and the GVI's current practices. Activities include but are not limited to:
  - i. Preparing work papers based on information gathered in the interviews and walk- thru discussions;
  - ii. Substantiating actual practices through documentation review;
  - iii. Developing gap analysis outlining federal requirements, and the GVI's current practices.
- e. Develop a final report which will include: the status of prior years' audit findings, cognizant agencies reviews along with the appropriate findings, and remediation alternatives. Content which must be included is listed below but is not limited to:
  - i. Observations and findings based on interviews and walk-thru discussions;
  - ii. Current gaps and associated compliance risks;
  - iii. Remediation alternatives based on industry best practice approaches for GVI management consideration.

**Deliverable**

- a. Weekly status reports (in conjunction with Activity I)
- b. Detailed project plan
- c. Detailed gap analysis including risk assessment
- d. Process mapping to include:
  - i. Current process
  - ii. Alternative process options as potential compliance methods for GVI's management consideration
- e. **Final management report and consolidated reconciliation-**

The steps provided above are the general structure of how each detailed gap assessment will be performed. All other compliance requirements identified for detailed gap assessment will be prioritized, initiated, and detailed pricing will be provided at the GVI's Office of Management & Budget's discretion.

## **COST PROPOSAL**

Prospective respondents should submit an estimate of project costs. Do NOT use "TBD" (to be determined) or similar annotations in the cost estimates. The GVI is asking prospective respondents to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Failure to fully provide cost and work effort estimates may lead to elimination. The prospective respondent's Pricing Proposal structure must be aligned with the prospective vendor's work plan. The GVI will use the prospective respondent's Pricing Proposal structure as the basis for a Payment Schedule. A prospective vendor's initial offer should be based on the most favorable terms available. The GVI may, however, have discussions with those prospective respondents that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such prospective respondents and make an award and/or conduct negotiations thereafter.

## **EXCEPTION TO THE RFP**

All requested information in this RFP must be supplied with the proposal. Prospective respondents may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and the written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the GVI, and the description of the advantages or disadvantages to the GVI as a result of such exceptions. The GVI, at its sole discretion, may reject any exceptions or specifications within the proposal.

### **D. TIMETABLE**


**Last Day for Written Clarification is Monday, March 15, 2021 at 12:00 noon**  
Atlantic Standard Time.

### **E. SUBMISSION OF PROPOSAL**

All interested parties shall submit ***one* (1)** electronic copy of proposals in **PDF format**, which are to be delivered to the Department of Property and Procurement no later than **Wednesday, April 7, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 015-T-2021 (P) – April 7, 2021.

The First Page of each electronic submission must also include Company's Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **"CONFIDENTIAL BID SUBMISSION"**

 Send	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

All electronic submissions must be received at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

## F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

## G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi](mailto:lisa.alejandro@dpp.vi). GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

## H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its**



**opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

## **I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
  - a. Introductory letter about the respondent:
    - i. Name, address, email, and telephone numbers.
    - ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2020, or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
  - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.
3. Project Experience:
  - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.

- b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
- 4. Project Approach:
  - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
- 5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
  - a. Include information about past performance on similar project from authorized representative;
  - b. Include a working telephone number; and email address to be contacted; and
  - c. Notarized.
- 6. Proof of Sam.Gov registration
- 7. **Cost Proposal *must* be submitted in a separate file.**

**K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

**L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

**M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

- 1. See Link Below.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.

[MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS.pdf](#)